

# Notes for Observing an Organization

This project is due on \_\_\_\_\_.

Use this form to guide your observations of the meeting you attend. It includes some general statements to respond to, with additional questions to the side. You don't need to answer each one of the side questions. Use them to help you focus on various interactions that may take place during the meeting. If you're working with a partner, each of you should write notes on your own forms.

1. The name of the group I'm observing: \_\_\_\_\_

2. Why I chose this group: \_\_\_\_\_

3. A brief description of the group, its purpose, and who the members are:

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4. This is how I understand the group is organized:

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Who leads, controls, or influences the group? Does the leader use formal or informal power?

5. This is what I saw about how the group operates:

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How are decisions made or tasks and responsibilities assigned? Are all members involved or only a few? Who makes things move forward or keeps the group at a standstill?

6. This is what I observed about how the group communicates:

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Do people understand what's going on? Do they ask questions? Do they seem comfortable speaking up? Who talks? How often and for how long? Do speakers project their voices or mumble?

7. This is what I noticed about how the group communicates nonverbally:

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What obvious nonverbal communication do people use? Do speakers seek approval from others or dismiss others' ideas through gestures or body language?

8. This is my view of how members of the group work together:

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How well do members work together? How does the leader keep people interested? Does the group use consensus rule, majority rule, a combination, or something else, to make decisions? How do people react when they encounter conflict?

9. This is how the atmosphere of the meeting felt:

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Was the atmosphere warm, friendly, cool, hostile? Did it change when certain people spoke? If people expressed opposing views?

10. This is a summary of my general observations about this group:

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In what ways did the group successfully work together? In what ways could the group be more productive and effective? What advice would you give to the leader? If you were leading this group, what would you do similarly or differently?